

Online Safety Policy 2020

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees of the exempt charity are also Directors of the company; the term 'Trustee' used in this Policy also means Director. This Policy applies to all academies within the Link Academy Trust.

The Link Academy Trust computing vision statement

We will use the teaching and learning of computing in all Academies to empower our children to:

- **Put computational thinking at the forefront of their learning across the curriculum;**
- **Become digitally literate;**
- **Be creative and resilient digital citizens;**
- **Keep themselves safe in an ever-changing digital landscape;**
- **Based on sound knowledge, build solid foundations that prepare themselves for the world in which they will live and work.**

Background and Rationale

The Link Academy Trust recognises the importance of Online Safety and the need to keep this ever-developing area of technology under review.

Online Safety is an ever-present serious safeguarding danger, which is implicit in all aspects of our computing and Safeguarding policies and procedures throughout the academies. The policy reflects the importance of the procedures and practices that are implemented across the academies every day and links with all safeguarding policies and procedures.

Development, Monitoring and Review

The Online Safety policy has been developed through consultation with and between:

- CEO
- Executive/Academy Heads
- Trust Senior Leadership Team
- Designated Child Protection Staff
- Trust Business Manager
- Teachers
- Support Staff
- Trustees and Governors
- Parents and Carers
- Pupils

The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Online Safety or incidents that have taken place.

The Trust will monitor the impact of the policy using:

- Logs of reported incidents
- Limbtec monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity by Executive/Academy Heads, Local Boards and Trustee scrutiny
- Surveys / questionnaires of pupils, parents, carers and staff

Scope of the Policy

This policy applies to all members of the Academies within the Trust (including staff, pupils, students, work experience, volunteers, parents and carers, visitors, community users) who have access to and are users of the Trust ICT systems, both in and out of school. The Education and Inspections Act 2006 empowers Executive/Academy Heads, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other Online Safety incidents covered by this policy, which may take place out of school, but is linked to membership of the academy. The Trust will deal with such incidents within this policy and associated behaviour and antibullying policies and will, where known, inform parents or carers of incidents of inappropriate Online behaviour that takes place out of school.

Roles and Responsibilities

The following section outlines the roles and responsibilities for Online Safety of individuals and groups within the academy:

Trustees and Governors:

- Trustees are responsible for the approval of the Online Safety Policy documents and for reviewing the effectiveness of the policy. The Local Board and governors, together with the Executive/Academy Head are responsible for the ongoing monitoring of the policy's implementation and effectiveness.

Executive/Academy Head and Computing Leads:

- The Executive/Academy Head is responsible for ensuring the safety (including Online Safety) of members of the academy community.
- The Executive/Academy Head, Senior Teacher and Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL), must be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff. The CEO must be informed of such allegations and consulted immediately.

The Academy Computing Curriculum Team:

- leads the Online Safety group for each Academy comprising her/himself, the Executive/Academy Head, the DSL/ DDSL and the Senior Teacher

- takes day to day responsibility for Online Safety issues and has a leading role in establishing, implementing and reviewing the Trust Online Safety policies and documents.
- provides training and advice for staff
- liaises with the CEO, Trust Business Manager and Trustees
- liaises with the Trust Computing Support Company (CSC), currently Limbtec
- reports regularly to Senior Leadership Team

The CSC is responsible for ensuring:

- that the Trust's ICT infrastructure is secure and is not open to misuse or malicious attack
- that each academy meets the Online Safety technical requirements outlined in the Link Academy Trust Data Management and Security Policy and any relevant National guidance
- users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed
- The CSC is informed of issues relating to the filtering and reports to the Central Business Team when the problem has been resolved to ensure individual Executive/Academy Heads are informed. Inappropriate adverts are often the biggest offenders and an advertisement blocking system is installed on all Trust devices.

Teaching and support colleagues are responsible for ensuring that:

- they have an up to date awareness of Online Safety matters and of the current Trust Online Safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Agreement (Appendix 5)
- they report any suspected misuse or problem to the DSL or DDSL for investigation, action or sanction in collaboration with the Executive/Academy Head.
- digital communications with pupils should only be on a professional level and only carried out using official academy systems. When a member of staff leaves the Trust, such communications must cease.
- pupils understand and follow the Link Academy Trust Online Safety and Pupil Acceptable Use Agreement (Appendix 1)
- older pupils should be introduced to the need to avoid plagiarism and uphold copyright regulations
- they monitor computing activity in lessons, extra-curricular and extended academy ICT activities.
- they are aware of online safety issues related to the use of mobile phones, cameras and handheld devices like iPads and smart watches and that they monitor their use and implement current Trust policies with regard to these devices
- in lessons where the internet is used pupils in Key Stage 1 should be guided to sites checked as suitable for their use. In Key Stage 2, pupils are taught about safe searching and website reliability to allow for more independent use of the internet
- To facilitate a more independent approach to the gathering of information when this process is not used, there is a focused procedure in place for guiding pupils in dealing with any unsuitable material that is found in internet searches
- the webpage details of any inappropriate sites accessed are emailed to the CS C for immediate blocking

Designated Safeguarding Lead (DSL)

The DSL is trained in online safety issues and is aware of the potential for serious child protection issues to arise from:

- sharing of personal data and their vulnerability to others accessing their information for financial gain or other criminal activity
- access to illegal and inappropriate materials, including those with extremist content.
- inappropriate on-line contact with adults including strangers
- potential or actual incidents of grooming (child sexual exploitation)
- sexting, where personal photographs of a sexual nature are attached to text messages
- cyber-bullying
- Mental health issues that can arise from addictions to gaming and sites with extreme content

Pupils

- are responsible for using the Trust's ICT systems in accordance with the Pupil Acceptable Use Agreement, which they will be expected to sign before being given access to academy systems.
- have an age appropriate understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand Trust policies on the use of mobile phones, digital cameras and handheld devices. They should also know and understand Trust policies on the use of images and on cyber-bullying.
- should understand the importance of adopting good Online Safety practice when using digital technologies out of school and realise that the Trust's Online Safety Policy covers their actions out of school, if related to their membership of the academy

Parents and Carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and literature. Parents and carers will be responsible for endorsing (by signature) the Pupil Acceptable Use Agreement.

Policy Statements

Education – pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in Online Safety is therefore an essential part of the Trust's Online Safety provision. Children and young people need the help and support of the academy to recognise and avoid Online Safety risks and build their resilience. Online Safety education will be provided in the following ways:

- A planned Online Safety programme will be provided as part of Computing curriculum and will therefore, be taught to all pupils at the start of every new term– this will cover both the use of computers and new technologies in school and outside school

- Key Online Safety messages will be reinforced as part of assemblies and pastoral activities
- Pupils will be taught in all lessons to be critically aware of the materials and content they access on-line and be guided through discussion to recognise that not all information found online is accurate
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use of computers, the internet and mobile devices both within and outside school.
- Rules for use of ICT systems and safe internet use will be displayed in all classrooms.

Education – parents and carers

The Trust seeks to provide information and awareness to parents and carers through:

- Letters, newsletters, web site, Facebook, text to parents
- Parents’ evenings
- Drop in clinics
- Reference to relevant websites such as thinkyouknow.org.uk

Education and Training – Staff

All staff receive Online Safety training and understand their responsibilities, as outlined in this policy.

All new staff will receive Online Safety training as part of their induction programme, ensuring that they fully understand the Trust Online Safety policy and Acceptable Use Agreements. Training will be offered as follows:

- Basic online safety training will be refreshed annually for all staff
- INSET, Staff meetings and online training will further update staff throughout the year as appropriate
- Parents, governors and other stakeholders including parents will also be offered regular training opportunities.

Education – Local Board Governors

Governors will receive regular information updates on Online Safety training and monitoring. In addition, they will receive training as part of their annual CPD provision.

Technical – Infrastructure, Equipment, Filtering and Monitoring

The Trust, through the CSC, will be responsible for ensuring that the Trust infrastructure and network is as safe and secure as is reasonably possible.

- Academy ICT systems will be managed in ways that ensure that the academy meets the Online Safety technical requirements outlined in the Link Academy Trust Data Management and Security Policy and any relevant National guidance
- There will be regular; at least annual, reviews and audits of the safety and security of Trust and individual academy ICT systems

- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to Trust/academy ICT systems. Details of the access rights available to groups of users will be recorded and managed by the Computing Support Company and will be reviewed at least annually. The HR Officer will also hold that information securely.
- All users will be provided with a username and password.
- The Administrator passwords for the school ICT system, used by Limbtec Technologies Manager and HR Officer must also be available to the Executive/Academy Head and kept in a secure place
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security to the Executive/Academy Head.
- The CSC maintains and supports the filtering service provided by Netsweeper across the Trust.
- Any filtering issues should be reported immediately to the CSC
- The CSC will regularly monitor and record the activity of users on the Trust ICT systems and users are made aware of this in the Acceptable Use Agreements.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, handheld devices etc. from accidental or malicious attempts which might threaten the security of the Trust/academy systems and data.
- An agreed policy is in place in the Acceptable Use Agreements regarding the downloading of executable files. This can only be done by Limbtec
- Within the Staff Acceptable Use Agreement there is a section relating to the use of Staff Laptops regarding the extent of personal use that users and their family members are allowed on laptops and other portable devices that may be used out of school. We believe that confidence comes from regular use and encouraging personal activity is a good way to ensure that. Essentially it is acceptable to use laptops for personal use provided that only appropriate information and websites are accessed, and no illegal activity is undertaken whilst using them.
- The Trust/academy infrastructure, individual workstations and all laptops are protected by up to date virus software. We ask that all staff ensure that personal computers, not owned by the Trust, are also protected by up to date virus software to protect any virus contamination.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured (the use of Egress to do this via email is recommended). (See Acceptable Use Agreements in the appendices for further detail). This includes any data related to staff or pupils.
- Data pens are not permitted to be used to transfer files between computers. Such is the potential to cause critical damage to our systems that failure to comply with this requirement may lead to normal action being taken

Use of digital and video images – Photographic and Video

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images in an appropriate way. This is applicable to pupils in Key Stage 2, many of whom are already on social networking sites, despite the fact that they are significantly below the age limit. In particular, pupils

should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

- Staff are allowed to take digital and video images to support educational aims, but must follow Trust policies concerning the sharing, distribution and publication of those images. Those images should only be taken on Trust equipment, the personal equipment of staff should not be used for such purposes, unless with the permission of the Executive/Academy Head.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images. Images should be focussed on the activity and will ideally show small groups of children, rather than individuals. Images used must not cause distress, upset or embarrassment to pupils. Any image published will be considered to not be open to misuse by others.
- Pupils' names will not be used anywhere on a website or blog, in association with photographs.
- We maintain a list, with photographs, of pupils whose parents do not wish their image to appear on our websites. Staff need to refer to this list, held by Executive/Academy Head, DSL and School Office. These pupils will not have any photograph, face-on, published in any way. Photographs may be used in classrooms.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff must ensure that they comply with the Data Policy by:

- At all times taking care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Using personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

Communications

When using communication technologies, the Trust considers the following as good practice:

- The official Trust email service may be regarded as safe and secure; however, this is dependent upon your own personal password security. You must sign out of your office 365 on public machines.

- Users must immediately report, to the Executive/Academy Head, in accordance with the Trust policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and pupils or parents or carers (email, chat, text, etc.) must be professional in tone and content.

Unsuitable or Inappropriate Activities

The Trust believes that the activities referred to in the Acceptable Use Agreements would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems.

Responding to incidents of misuse

N.B. If any apparent, suspected or actual misuse appears to involve illegal activity i.e.

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist or extremist material
- other criminal conduct, activity or materials

The Trust and Academy Protocol on Child Protection and Online Safety Protocol must be followed.

This Policy is reviewed by the Executive/ Academy Heads, Trust Computing Curriculum Team, Local Boards and the Standards and Curriculum Committee on a 2-yearly cycle

Approved by the Board of Trustees: 18 May 2020

Appendices

Appendix 1: Pupil Acceptable Use Agreement

Appendix 2: Academy Filtering Procedure

Appendix 3: Trust Password Procedure

Appendix 4: Staff Acceptable Use Agreement

Appendix 5: Child Protection Policy (including the Internet Safety Protocol)

Appendix 6: Anti Bullying Policy

Appendix 1: Pupil Acceptable Use Agreement

This is reviewed and signed on an annual basis. One copy is returned and placed in the pupil file and the other is retained by the parents or carers.

We allow you to use our Academy ICT Network and equipment that has different programs and Apps for you to use. It also allows you to go onto the Internet. We trust you to use these programs, apps and the internet safely and sensibly but if you break the rules on purpose, we will stop you having the use of internet or learning resources, including pupil files, until we are sure that you can do so safely and respectfully. Here are the rules you must follow:

- Your folders belong to the school and staff will look at the files in there. They are not private to you
- Staff can see what you are doing on a computer at any time and can track what you have been doing after you finish
- The use of the Internet is provided for your learning. All the sites and apps you visit are recorded
- We expect you to behave sensibly and safely whilst using ICT equipment
- Treat any computer or technology equipment with respect so that it does not get damaged. You should not move any equipment unless a member of staff asks you to. The Trust reserves the right to seek remuneration from parents of pupils who cause malicious damage to ICT equipment
- Do not use another person's password or tell anyone else what your password is. If you think someone is using your password, then tell a member of staff.
- We try very hard to prevent you seeing websites that have nasty images on them or are about violence or that have things that are not appropriate for children to read. If one of these websites gets through our protection system you should put the lid of laptop down / turn off the monitor / put the tablet face down and tell a member of staff immediately. Do not close the website – this is so a member of staff can get the website blocked. You must not show it to another pupil.
- Individual emailing outside the school system is not allowed. Going onto Internet sites such as messenger and emailing are strictly forbidden.

If you do any of the following things in school, on purpose, you will be reported to the Executive/ Academy Head and we will prevent you from using the Internet unassisted and contact your parents:

- Visiting Internet sites without permission or visiting sites that are not part of the topic you've been asked to look at
- Using someone else's password and going into their personal folder
- Emailing anyone from an Internet site or sending messages to other pupils
- Using a social networking site such as Facebook
- Downloading plugins or games

I agree to abide by the rules of the Pupil Acceptable Use Agreement for **(INSERT ACADEMY)**

Pupil Name:

Class:

Signature:

Parent's Name:

Signature:

Date:

Appendix 2: Academy Filtering Procedure Introduction

The filtering of Internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school. The Trust automatically receives the benefits of a managed filtering service, Netsweeper, with some flexibility for changes at local level through Limbtec.

It is the responsibility of all users to comply with the Acceptable Use Policy and the Child Protection Internet Protocol.

Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The Trust will therefore monitor the activities of users on the school network and on school equipment as indicated in the Acceptable Use agreements. Monitoring will take place by regular checking procedures.

Audit and Reporting

Logs of filtering change controls and of filtering incidents will be made available to the Executive/Academy Head and Board of Trustees.

Appendix 3: Trust Password Procedure

The Link Academy Trust will be responsible for ensuring that the Trust infrastructure is as safe and secure as is reasonably possible and that:

- Users can only access data to which they have right of access
- No user should be able to access another's files, without permission (or as allowed for monitoring purposes within the Trust's policies)
- Access to personal data is securely controlled in line with the Trust's personal data policy
- Logs are maintained of access by users and of their actions while users of the system

A safe and secure username and password system is essential if the above is to be established and will apply to all school ICT systems, including email and Office 365.

Procedure

All passwords are generated by Limbtec and are unique to each pupil and teacher.

- Passwords for pupils can only be reset by Limbtec
- Passwords for staff members can be reset by Limbtec or the Trust HR Officer
- Passwords altered by users should be sufficiently strong to ensure they cannot be guessed by others
- All users will have clearly defined access rights to Trust's ICT systems
- The administrator passwords for the school ICT system, used by Limbtec are also available to the Executive/Academy Head and the HR Officer and kept in a secure place
- In the event of a serious security incident, the police may request and will be allowed access to passwords used for encryption.

Appendix 4: Staff Acceptable Use Agreement (and Volunteer use)

This policy is reviewed annually, or as new information becomes available

- I will only access the system with my own name and registered password, which I will keep secret and I will inform Limbtec as soon as possible if I know my password is no longer secret.
- I acknowledge that any devices provided for me to use remain the property of The Link Academy Trust and should only be used for appropriate activities and tasks.
- I will not access the files of others or attempt to alter settings without permission.
- I will not alter, attempt to repair or interfere with the components, software or peripherals of any computer or device that is the property of The Link Academy Trust.
- I will always log on using my password and log off the system when I have finished working.
- I understand that the Trust may, in line with DfE policy, check my computer files and e-mails and may monitor the Internet sites I visit.
- I will not open e-mail attachments unless they come from a recognised and reputable source. I will bring any other attachments to the attention of Limbtec
- Any e-mail messages I send will not damage the reputation of the Academy or Trust.
- Any joke e-mails and attachments should be considered carefully before being forwarded to ensure that they do not contain any offensive, illegal or virus content. If in any doubt they should not be sent.
- I will report immediately, to the Executive/Academy Head, any unpleasant material or messages sent to me.
- I will adhere at all times to the policy on the taking of photographs.
- I understand that a criminal offence may be committed by deliberately accessing Internet sites that contain certain illegal material.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Activity that threatens the integrity of the Trust's ICT systems, or activity that attacks or corrupts other systems are forbidden.
- I understand that I am responsible for the safety of sensitive Academy/Trust data that I use or access.
- In order to maintain the security of data I will take the following steps:
 - I will not save data files to a PC, laptop or device other than that provided by the Trust.
 - If I need to transfer data files to view off site, I will only do so using our secure Office 365
- I will not share or give out any passwords that I use to access Trust systems – if I have reason to believe that my password is no longer secure, I will seek to change it.

Sensitive data includes:

- Pupil reports ▪ SEN records ▪ Letters to parents ▪ Class based assessments ▪ Exam results
Whole Academy data ▪ Medical information ▪ Information relating to staff, e.g. Appraisal Reviews. If you are in any doubt as to the sensitivity of data you are using, please consider these questions:
- Would it place anyone at risk? Would it cause embarrassment to an individual or the Academy? Would it divulge personal information? Would it have legal or financial

implications? If the answer to any of these questions is yes, then please treat the data as sensitive.

Taking Photographs

Staff are allowed to take digital and video images to support educational aims, but must follow Trust policies concerning the sharing, distribution and publication of those images. Taking pictures of children with personal devices such as mobile phones is not permitted unless with the permission of the Executive/Academy Head. To share pictures with parents via Facebook and the school website, it is permissible to use school iPads. However, no image may be taken that could, in any way, be construed as being of an inappropriate nature that compromises the dignity and safety of a child. It is also not permitted to take pictures of adults without their permission and sharing these in any way other than through school-based activity is strictly forbidden. Images taken in school must never be used for personal reasons nor shared with unauthorised persons and should be deleted from the iPad as soon as it is no longer necessary for it to remain on the device.

Staff Conduct in the use of Social Networking

In general terms, the Trust expects that the conduct of its employees is such that no justifiable complaint can be made by parents, pupils, colleagues, Governors, other bodies or agencies or members of the community in relation to conduct and behaviour of Trust staff. This principle applies to the use of social networking sites.

The way in which Trust staff present and conduct themselves on social networking sites can have an impact on the public perception of the Trust and its academies and influence the way in which those staff members are perceived by pupils and parents. In their use of social networking sites, staff should be aware that their online behaviour could affect their professional standing, dignity and perception of their integrity.

It is recommended that staff take adequate precautions when using social networking sites and applications, both in vetting material that could be connected to them (through their own profile and information added about them) and through the use of appropriate security settings.

It is forbidden for Trust employees to be “friends” with pupils on social networking sites as this could be viewed as a safeguarding issue.

It is recommended that Trust employees do not identify our Academies on social networking sites as this could directly link their behaviour outside of work with the reputation of the Trust and its academies.

Where pupils behave inappropriately online with staff this should be reported to the same colleagues and this will be dealt with through the Trust’s pupil disciplinary process. The following are examples of what the Trust considers to be gross misconduct:

- Conduct that is a serious abuse of position – e.g. entering into a personal relationship with a pupil.
- Criminal offences and other conduct outside employment could cause an employee’s position at the Trust to become untenable particularly in circumstances where the conduct or offence is unacceptable to colleagues, leadership or parents or where the conduct or offence has the potential to affect the reputation of the Trust and Academy.

- Making defamatory statements in the course of employment (e.g. making statements that are or could be slanderous or libellous) whether orally, written, or in electronic communication.
- Breach of these disciplinary rules in relation to social networking or any inappropriate use of Social networking sites and applications by staff will be dealt with through the Trust's Disciplinary Procedure.
- I understand that if I do not adhere to any of the rules outlined in this agreement, my network access may be suspended immediately, any Trust devices removed and that other disciplinary consequences may follow.

Name

Signature

Date

Executive/Academy Head Authorisation:

Appendix 5: Child Protection and Internet Safety Protocol across the Link Academy Trust

The most important and effective strategy to keep children safe is education, education, education! Through an embedded Online Safety curriculum, discussion, support and guidance by staff, and support to parents, we can equip pupils with the skills and attitudes to keep themselves safe and avoid risk taking behaviour. Educating children to keep themselves and others safe online is the most important task we undertake when considering Online Safety.

The Internet in the Link Academy Trust has a range of filters and security devices. By logging onto the school system pupils agree to abide by the Trust's Pupil Acceptable Use Agreement. However, some problems can still arise.

1. Pupils may access sites bypassing the Netsweeper proxy although we have measures in place to prevent this, such as group policies on laptops and restrictions on iPads. In this case the name of the student needs to be passed to the Executive/Academy Head who will arrange for the pupil to be banned from using the Internet unassisted and for their parents to be informed. The device needs to be handed to the Executive/Academy Head.

2. Pupils may try to access social media sites including web-based email and messenger Apps, e.g. WhatsApp. We have measures in place to block inappropriate age-related social media, which sometimes can contain unkind comments about other pupils and has the potential for cyberbullying. Any attempts to access inappropriate social media or web-based email or messaging will result in Internet independent use being suspended and parents being informed.

3. Pupils find inappropriate images and language on sites that they have found in the course of their work. In this case the teacher needs to:

- Record the name of the student and the web address and remove the machine they were on.
- Pass this information on to the Executive/Academy Head and Limbtec. Limbtec will block inappropriate sites on the Netsweeper filter and inform the CEO should the need arise.
- The DSL will assess the risk and contact the appropriate parties if this is deemed to be a child protection issue following our Online Safety incident reporting procedures.

If the teacher feels these images have been saved into the pupil's work area, they should inform Limbtec. They will then go into the pupil's work area and retrieve then delete the image. This will be reported to the Executive/Academy Head who will take appropriate action.

There may be instances when teachers need to do searches and accidentally go to web pages that may contain inappropriate images. If this happens, they must notify the Executive/Academy Head so the use can be logged.

Staff need to know who to report to. Any incident or issue must be reported to the Executive/Academy Head in the first instance.

Remember, if a child discloses an Online Safety issue to you, or you see or hear anything that concerns you, make sure you report it as soon as possible.

If you have a personal digital safety or cyberbullying concern you can contact the Professionals Online Safety Helpline on 0844 381 4772 or helpline@saferinternet.org.uk

Appendix 6: Anti Bullying Policy

This Policy applies to all academies within the Link Academy Trust.

Introduction

The Link Academy Trust always strives to promote positive behaviour and encourage good relationships between pupils in its schools. In spite of this, it is accepted that some bullying incidents will still occur. Bullying can be:

- Physical: pushing, kicking, hitting, pinching, any form of violence, threats;
- Verbal: name-calling, sarcasm, spreading rumours, persistent teasing;
- Emotional: tormenting, threatening ridicule, humiliation, exclusion from groups or activities;
- Racist: racial taunts, graffiti, gestures;
- Sexual: unwanted physical contact, abusive comments.

It is the responsibility of the individual school and everyone associated with that school to eradicate bullying by ensuring the development of a caring and supportive ethos.

This document provides details of the Trust's policy on dealing with such incidents of bullying.

Aims

The aims in managing incidents of bullying are:

- to provide a secure environment in which pupils can report incidents confidently
- to show all pupils and parents that bullying is taken seriously
- to enable staff to respond calmly and consistently to bullying incidents
- to reassure pupils that the school will protect and support all parties whilst the issues are resolved
- to provide long term and positive programmes of personal development where it is required

Definition of Bullying

There is no legal definition of bullying, but it is generally considered to be when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

It is usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation

- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying, and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Implementation of the Policy

Each school will regularly emphasise to pupils that bullying is not acceptable and that all incidents will be taken seriously.

Pupils will also be encouraged to report incidents of bullying to a member of staff or their parents. Parents should raise any concerns they have with the class teacher or Executive/Academy Head at the earliest opportunity.

All incidents of bullying will be taken seriously, investigated and appropriate action taken. Incidents will be dealt with speedily, fairly and positively. A written record will be kept of all incidents where further investigation is considered necessary – this record will include detail of the incident(s), the investigation and outcome.

Parents will be informed at the earliest opportunity where an incident is considered serious enough to warrant further investigation or where there are repeated incidents of a minor nature.

Parents will be made aware of the Trust's complaints procedure. Any complaints made through that procedure will be taken seriously and dealt with accordingly.

Advice and support will be offered to the bullied individual.

The bully will be supported in recognising their unsociable behaviour and offered support to modify that behaviour. Staff will also ensure that, where necessary, action is taken to prevent further incidents.

Such action may include:

- imposition of sanctions
- obtaining an apology
- informing parents of both bully and bullied
- provision of mentor support for both victim and bully

All staff, teaching and non-teaching will be vigilant and deal with all observed incidents of bullying even where the bullied individual has not reported the incident.

All teaching staff, non-teaching staff and parents will be made aware of the contents of this policy.

Evaluation and Review

All staff will be asked to ensure that they are familiar with the contents of this policy and will be encouraged to provide feedback on its effectiveness on an ongoing basis.

This policy will be brought to the attention of all parents and will be freely available to any parent wishing to see a copy.